

**City of Baton Rouge
Parish of East Baton Rouge
OCCUPATIONAL LICENSE TAX
ONLINE FILING INSTRUCTIONS**

The Finance Department/Revenue Division is allowing online filing of the occupational license tax. If your business has received an occupational license tax renewal application with a pre-printed PIN, AND you were in business **for the FULL PRIOR CALENDAR YEAR**, online filing is available to you beginning January 1st and will end **October 31st** of each year.

WHAT YOU WILL NEED TO RENEW YOUR OCCUPATIONAL LICENSE ONLINE:

- Your 8 digit account number issued by the Revenue Division (for example, 00123456)
- Your 4 digit PIN issued by the Revenue Division via the occupational license tax renewal application
- Gross receipts from the previous year
- Total of allowable deductions
- Your bank's 9 digit routing number (typically found in the lower left corner of your bank's checks)
- Your individual bank account number (although the number of digits in the account number may vary, this information follows the bank routing number at the bottom of your check)

NOTE: YOU MUST file a paper return if any of the following applies to you:

- If you have gross sales of less than \$2,500, or
- If your renewal form does not contain a pre-printed PIN, or
- You were not in business for the **full prior** calendar year.

ACCESSING YOUR ACCOUNT ONLINE

If you need help at any time as you perform an online filing, you may consult the frequently asked questions (FAQ's) on the website, or you may call 225-389-3084 during regular business hours.

All amounts should be entered to the nearest whole dollar. If cents are entered, the program will automatically round them up or down accordingly (50 cents and above rounded up). Likewise, payments will only be accepted in whole dollars.

To move between the fields, tab or use your mouse to click within the desired field. To edit information on the return, use the edit button located on each page prior to submitting your payment. **NEVER use the back button located on your web browser to edit information, as this may result in the transmittal of incorrect information.**

1. Open the web page at <https://www.brla.gov/942/3789/Occupational-License-Tax-Renewals>.
2. Click "Login To Renew License" on the left side of the screen, which will cause the Occupational License Renewal screen to be displayed.
3. In the Account Number box, enter your 8 digit account number. The cursor will automatically move to the second box after the first two digits are entered. The account number should resemble the following: 00123456.
4. In the PIN Number box, enter your four digit number.
5. Click the "Login" button. After reviewing the disclaimer which appears, click "Continue" if you wish to proceed, or "Logout" if you would like to quit.
6. The **CURRENT YEAR** Occupational License Tax Renewal Application screen will be displayed which shows your account number, business name, account type(s) being renewed, and the current tax period. If any of this information is incorrect, exit the program and call 225-389-3084.
7. If the account information is correct, click on the "Begin Renewal" button to continue. This will direct you to the renewal application for the account type(s) displayed on the previous page.
8. - Total Gross Annual Receipts for the previous year - Enter the amount of your gross income from the previous year.
9. - Use the tab key, or click in a deduction field, to enter allowable deductions. An explanation of each item may be found by clicking on the underlined deduction.
10. - After all applicable deductions from gross income have been entered, click the "Next" button at the bottom of the screen.
11. The Tax Form Calculation screen will display your account information, tax form renewal information, and the tax computation as a result of information that you entered. If any of the information is incorrect, click the "Edit Form" button to return to the tax form. **DO NOT use the back key from your web browser, as the program will not update any changes made to your return.**
12. Once your information has been verified and no changes are warranted, click the "Continue" button to see a summary of your renewal application.
13. **Payment Information**
 - A. Click the "Make eCheck Payment" button on the Renewal Summary screen if all of the information on the screen is correct.
 - B. The Payment Information screen will appear. Note: Items with red asterisks are mandatory and must be completed.
 - C. "Bank Name" is the name of your bank
 - D. "Bank Routing Number" is your bank's 9 digit routing number which is typically found in the lower left corner of your checks.

- E. "Bank Account Number" is your account number at your bank, and follows the bank routing number. Our program will accept account numbers of at least six digits. If your account has less than six digits, contact your bank or credit union to inquire as to the number of leading zeros required so that your payment will be received and processed successfully.
 - F. The "Contact" field is the name of the individual who prepared the return.
 - G. "Telephone Number" is a required entry, and should list the number of the contact person.
 - H. "E-Mail Address" is optional, but requested in case we have any problems processing your renewal or payment.
 - I. Review your payment information before clicking the "Submit Payment" button. There are edit buttons located at the top of and bottom of the screen if needed. **Once your payment information has been submitted, your renewal application and payment will be final.**
 - J. After all mandatory information is entered, click the "Submit Payment" button at the bottom of the screen.
14. **Renewal Completed** - After submitting your payment, a summary screen will appear that contains a transaction identification number. You may print this page using your browser's print button, or click the "Printable Receipt" button at the bottom of the page. Please keep this page for your records, as it is your confirmation that your return and payment were successfully transmitted to the Revenue Division. Note: If you entered an e-mail address on the Payment Information Screen, you will receive an e-mail confirmation of this transaction.

The online filing process is complete. You may either close your browser window, or click the "Return to Login Screen" button to select another account for online filing.